

Internal/External
STATE OF MONTANA JOB VACANCY

MONTANA STATE PRISON
An Equal Opportunity Employer

January 3, 2008

Job Title:	Mental Health Services Manager	Position No.:	22848
Division:	Montana State Prison	Bargaining Unit:	NA
Location:	Deer Lodge	Supplement:	No
Status:	Permanent/Full-Time	Shift:	8:00 – 4:00 Mon- Fri
Salary:	\$52,886 - \$65,886/year	Band:	7

Application Deadline: Applications may be returned to any local Job Service Office or the Montana State Prison by email, fax or hard copy.

Personnel

600 Conley Lake Road
Deer Lodge, MT 59722

fax to (406)846-2950

email to whislop@mt.gov

No later than 5:00 p.m., February 1, 2008.

Application materials are available on the web www.cor.state.mt.us

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 846-1320 ext 2202.

Equal Employment Opportunity Employer: Montana State Prison does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions.

Typical Duties: Responsible to the MSP Health Services Bureau Chief for the administration of the Mental Health program at Montana State Prison by directing mental health services at Montana State Prison. Evaluates types and amounts of mental health services required to meet national standards for constitutionally adequate mental health care for incarcerated individuals and establishes priority for mental health care based on necessity. Must be able to monitor mental health marketplace for availability of resources. Will conducts and administers fiscal operations for mental health services including planning, authorizing expenditures, establishing rates for services, coordinating financial reporting and recommending adjustments to resources required to meet mental health needs and evaluate the work of employees and contractors to ensure they are performing all necessary job duties and meeting the terms of the contract. Compiles data and information critical to the functions of the Mental Health Services Unit by developing and maintaining record management systems to store and process data. Produces reports to ensure continuity of mental health care for inmates who move through the corrections system. Will act as liaison with various Department of Corrections divisions, contract placement unit staff, as well as infirmary medical staff and correctional staff to provide, as well as gather, information to ensure accurate communication at all levels. Will respond to complaints from inmates, mental health advocates, the

governor's office and outside agencies through researching written mental health complaints from inmates and their families. Coordinates daily operations of Mental Health Services and oversees clerical duties. Organizes and maintains existing mental health policy and procedure manuals, protocols, and care manuals and identifies those policies, procedures, protocols, and manuals in need of revision/review. Provides direction through feedback, coaching, evaluation and discipline (as necessary) to a psychiatrist, psychologist, psychiatric RN and an administrative support person and monitors the productivity of five contracted mental health specialists, student interns and a psychologist to ensure they are performing the duties required under the terms of contract and develops and negotiates and manages additional contracts as needed. Will be required to develop mental health policy for signature by the Health Services Bureau Chief and Legal staff.

Qualifications: Knowledge of principles and processes for providing mental health services including needs assessment and standards for services. Knowledge of administrative and management principles involved in strategic planning, resource allocation, leadership technique and coordination of people and resources. Knowledge of principles and procedures of for personnel recruitment, selection training and contract negotiations and monitoring. Knowledge of principles, methods and procedures for diagnosis, treatment and rehabilitation of physical and mental dysfunctions. Excellent verbal and written communication skills with the ability to translate complex concepts into operational language; exceptional conflict resolution skills in order to respond to conflicting interests in implementing and providing integrated systems of care; excellent organizational and time-management skills; self-motivated, detail-oriented and with the desire and ability to take initiative; strong interpersonal skills with the ability to motivate others; substantial skill in organizing, sequencing, monitoring and follow-up; strong analytical skills to evaluate the effect of potential program modifications on overall performance. Ability to cooperatively and effectively lead and coordinate the efforts of a team of professional staff; ability to establish effective working relationships with other professional personnel and staff including other managers, staff from other agencies and private contractors, providers and provider association staff, legislators, and the public; this position requires an exceptional ability for self-direction and independent work; ability to use a computer.

Education and Experience: These knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a Bachelor's degree in a Human service field, communications, organizational development or human relationships. Five years experience in mental health program administration, development and contract management. Experience in a correctional setting, community mental health center and/or psychiatric hospital is preferred.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93).
Portions of the application may be photocopied if legible (see page 1 for instructions).
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the Hiring Authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

All promoted employees will be subject to a minimum 6 months trial period. The latest performance evaluation will be reviewed and may be used to exclude an applicant from consideration.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Compensation: The normal entry salary is \$52,709/year, depending on qualifications with raises granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employee's retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

**DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name: _____
(Please print or type)

Previous names (i.e. maiden name, previous married names) _____

Social Security Number: _____

Date of Birth: _____

List states where you have resided: _____

TO WHOM IT MAY CONCERN: As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? _____

If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

Jurisdiction: _____

Date of Conviction: _____

This authorization shall be valid and effective for one year from the date signed.

Date: _____

Applicant Signature _____

